

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2007**

AGENDA ITEM NO.: 8

CONSENT:

REGULAR: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Conversion of a Non-Seasonal Wage Animal Warden Position to Full-Time**

RECOMMENDATION: Adopt a resolution to approve the conversion of a non-seasonal wage Animal Warden position to full-time, amend the FY 2008 General Fund Budget, and appropriate \$7,796 with \$7,796 from the General Fund Reserve for Contingencies to fund the full-time position.

SUMMARY: During FY 2007, the Lynchburg Police Department responded to 4,512 animal related calls for service. As a result of the increase in animal related service calls, a schedule of Monday – Friday, 7:00 a.m. – 10:30 p.m. was established. With the non-seasonal wage position, the Police Department has tried to provide animal control service on the weekends from 10:00 a.m. – 6:30 p.m. These weekend hours would allow the City to provide better service delivery by reducing response time, while not requiring a police officer to respond because an animal warden is unavailable.

Unfortunately, the non-seasonal wage position continuously remains vacant due to the difficulties related to hiring someone in this position part-time. Conversely, the Police Department has experienced a positive retention rate with the full-time animal warden staff. The opportunity costs related to constantly recruiting, hiring, and training a non-seasonal wage position would be eliminated by converting this position to full-time. Therefore, converting this position to full-time should allow the City to hire and retain adequate personnel while delivering a higher quality of service to citizens.

PRIOR ACTION(S): Finance Committee, October 2, 2007

BUDGET IMPACT:

This conversion would increase the number of full-time positions in the Police Department and require an annual personnel cost increase of \$17,318.

Full-Time Animal Warden annual cost:	\$38,092
Non-seasonal wage Animal Warden annual cost:	\$20,774
Annual Cost Difference:	\$17,318

The Police Department will use managed vacancy dollars to alleviate some of the cost in FY 2008. Because the anticipated hire date of the position will be after November 1, 2007, the amount needed from the General Fund Reserve for Contingencies is \$7,796.

Full-Time Animal Warden 9-month cost:	\$28,570
Non-seasonal wage Animal Warden annual cost:	\$20,774
FY 2008 Cost Difference:	\$7,796

CONTACT(S):

Colonel Charles W. Bennett, Jr., 455-6116

Captain H. Wayne Duff, Jr., 455-6112

ATTACHMENT(S):

Resolution

Memorandum from Chief Bennett

REVIEWED BY: lkp

Resolution

BE IT RESOLVED that the conversion of a non-seasonal wage Animal Warden position to full-time is approved, the FY 2008 General Fund Budget is amended, and \$7,796 is appropriated with \$7,796 from the General Fund Reserve for Contingencies to fund the full-time position.

Introduced:

Adopted:

Certified:

Clerk of Council

130L


Pending



The City of Lynchburg, Virginia

POLICE DEPARTMENT

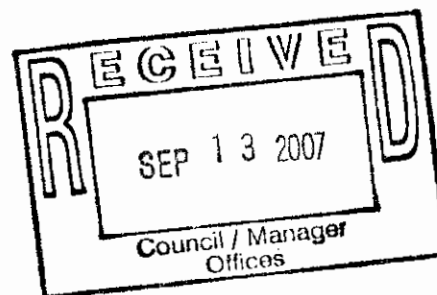
MEMORANDUM

TO: MR. L. KIMBALL PAYNE, III, CITY MANAGER
FROM: COLONEL CHARLES W. BENNETT, JR., CHIEF OF POLICE 
DATE: AUGUST 15, 2007
RE: PROPOSAL TO CONVERT NON-SEASONAL WAGE ANIMAL WARDEN
POSITION TO FULL-TIME

Attached is a proposal from Captain Brandon V. Zuidema to convert a non-seasonal wage position to full-time status. I believe the rationale behind this proposal is sound and support the proposal.

If you need additional information or input on this proposal, please let me know.

Att.





The City of Lynchburg, Virginia

LYNCHBURG POLICE DEPARTMENT
CHIEF'S OFFICE

RECEIVED
8/13/07
CUB

MEMORANDUM

COL. BENNETT,

I CONCUR

WITH CAPT. ZUIDEMA'S
OBSERVATIONS AND I RECOMMEND
MOVING FORWARD WITH THIS
PROPOSAL!

MAJOR SPENCER
8/10/07

TO: Major M.B. Spencer

FROM: Captain B.V. Zuidema

DATE: August 9, 2007

RE: Conversion of non-seasonal wage Animal Warden position to full-time status

Attached is a memorandum from Chief Warden Faust requesting the conversion of our one non-seasonal wage animal warden position to a full-time warden position. Chief Warden Faust has had some preliminary discussion with Mr. Payne regarding this issue and Mr. Payne requested a summary of need and justification for further consideration. Chief Warden Faust has worked with Captain Duff and the City's automotive shop to identify the costs associated with the operation of this program and has developed an outline of the costs associated with this transition as well as justifications for converting this position.

I concur with Chief Warden Faust's justifications for the conversion of the non-seasonal wage Animal Warden position to a full-time position. We have posted the position twice since Mr. Boggs left employment in March and have yet to identify a suitable candidate for the wage position. I expect that a full-time position with benefits will draw much more attention and should result in ideally a number of suitable candidates applying. We also have a much better retention rate for our full-time wardens versus our non-seasonal wage wardens. Our three full-time wardens have thirty, fifteen and two and one-half years of service respectively. In just the time that our most-recent full-time hire has been here, we have gone through three non-seasonal wage employees. This transition should stabilize our workforce and reduce repeated training costs and overtime costs associated with filling the void created by the recurring non-seasonal wage position vacancy.

The transition from the non-seasonal wage to the full-time position will also increase our ability to appropriately staff the unit seven days a week, a service that the citizens of Lynchburg are deserving based on calls for service and the potential danger associated

with the higher priority calls that occur seven days a week. We are continuing to see animal-related calls for service increase in the city; we had approximately 3,900 calls in 2003, 4,365 calls in 2005 and 4,512 calls in FY'07. There is no indication this trend will dissipate throughout the remainder of this decade, thus further substantiating the need for additional resources. In the past, we have had difficulty with non-seasonal wage employees who do not wish to work more than "part-time" hours; a full-time position automatically increases hours worked and gives us more flexibility in scheduling and in covering potential vacancies due to training and employee leave.

From a financial standpoint, Chief Warden Faust and Captain Duff have determined that the salary / benefit increase will be approximately \$17,774 for this transition. Chief Warden Faust has done calculations related to reducing unnecessary travel and vehicle costs and determined a potential cost savings of approximately \$15,830 resulting from this transition. I believe that these numbers are a "best case" scenario that we are unlikely to see; however, there is justification for his logic in regard to reducing costs based on reducing unnecessary travel as well the training and overtime costs associated with the turnover in our non-seasonal wage position. However, I do not believe we can calculate a true savings amount until after the change is made. Having said this, I do agree with Chief Warden Faust that the additional expense (even up to the full \$17,774 figure) is a worthwhile financial commitment on the part of the city to address what tend to be high exposure calls for service in our community.

I support Chief Warden Faust's request to transition the non-seasonal wage warden to a full-time position and believe that it is a necessary and appropriate action in the context of providing public service in regard to animal-related calls for service in the City of Lynchburg. If you have any questions or require any further information, please contact me.



MEMORANDUM

TO: Mr. Kimball Payne, City Manager
FROM: Warden L.H. Faust *LHF*
DATE: 7/31/07
RE: Conversion of (1) Non - Seasonal Animal warden, to a Full Time position
FILE:

Per our meeting and conversation on Tuesday July 24, 2007, concerning the problem we are having getting a part time animal warden to stay for any length of time after we hire them.

One non-seasonal wage warden worked from 10/31/05 to 3/05/06, came in one day and said he quit, and left then. Did not want to work weekends.

The other part time warden we hired worked from 3/22/06 to 3/5/07, came in one day and said he is quitting, because his wife does not want him to work on weekends, and left.

From April to present date we have been trying to hire a non-seasonal wage warden, with no luck. The first time we posted the job out of all the applications we received there were only two that looked good, one of them called and said he wanted to withdraw his application, the other one did not make it past his background check.

So in June we posted it again, with no qualified applicants.

The animal related calls for service have increased in the past year and we have had to keep an animal warden on duty Monday – Friday 7:00am to 10:30pm, two shifts 7:00am to 3:30pm, and 2:00pm to 10:30pm, and 1 warden on duty Saturday & Sunday from 10:00am to 6:30pm. Monday – Friday the calls are at a number that for the safety of the citizens of Lynchburg we need to have two animal wardens on duty at all times. With the non-seasonal wage warden it is not possible to do this.

Not only is there a risk factor with safety, but there is a fact that by only having one animal warden on at a time, we are wasting the money of the citizens of Lynchburg. From July 1, 2006 to June 30, 2007 animal control answered 4,512 calls to service. East Div. 1,297 calls, North Div. 1,485 calls, & South Div. 1,730 calls. From these calls we have had to travel from one part of the city to the other to answer these calls. We crossed the city on an average of (5) five times on a light day. One warden has to cover the city, 50sq. miles. This relates to a very large cost to the city. Fleet services stated the cost to operate one animal warden truck

is .30 cent a mile. The avg. mileage from one side of town to the other is 15 miles, and it takes 20 mins. to drive from one side of town to the other side.

5 trips X 15 miles = 75 miles X \$0.30 per mile = \$22.00 a day. Truck Expenses.
5 trips X 20 mins = 1 ¾ hrs a day. X \$12.57/hr. = \$20.99 Labor cost.

7 days a week X \$22.50 = \$157.50 truck expenses a week.
7 days a week X \$20.99 = \$46.93 labor cost a week.

52 weeks X \$157.50 = \$8,190.00 truck expenses per year.
52 weeks X \$146.93 = \$7,640.36 labor cost per year.

TOTAL EXPENSES PER YEAR TO CRISS CROSS THE CITY IS \$15,830.36

Not only will it keep the cost down by having two animal wardens on each shift, it will also show the citizens of Lynchburg that we are trying to keep their safety in mind by being able to respond to calls much faster. This is very important when there is a dogfighting / dog bite involving a pit bull.

Also in keeping with your request to keep the costs down, and also keep the citizens of Lynchburg safe, I am requesting that you convert the non – seasonal animal warden to full time.

The following information reflects the cost analysis:

Full –Time Animal Warden annual cost:	\$38,092.00
Non – Seasonal wage Animal Warden annual cost:	\$20,318.00
Annual Cost Difference:	\$17,774.00
The cost the city is paying now to have one warden working to criss cross the city to answer calls is.	\$ 15,830.36

So the only additional cost to the city will be \$1,943.64

Therefore, I would request your consideration for the conversion of our non - seasonal wage position to full - time. As we have experienced a positive retention rate with our current full time animal warden staff, we will reduce the opportunity costs related to the recruitment and hiring of a non - seasonal wage position if we convert this position to full time. The full time

position with benefits will attract a larger, more qualified pool of candidates. Furthermore, we will reduce training costs associated with the non - seasonal position if we convert this position to full time status. Finally, we will be able to provide better service delivery to our citizens.

Thanks, Larry

